

HOWARD COUNTY ELECTION JUDGES' INFORMATION

Dates of Elections:

Presidential Primary Election
Presidential General Election

April 26, 2016
November 08, 2016

QUALIFICATIONS:

1. Registered voter in Maryland, Howard County residency not required.
2. Party Affiliation – Democrat, Republican, Unaffiliated and the Recognized Parties
3. Be a US Citizen
4. Able to speak, read and write the English Language and possess basic math skills.
5. May not be a candidate, campaign manager or treasurer for a candidate.
6. Must have good listening and communication skills.
7. Able to withstand a long day of approximately 15 to 16 hours.
8. Must be able to lift approximately 55 pounds.

RESPONSIBILITIES:

1. Required attendance at scheduled Judge's training classes.
2. Attend Judge's mandatory meeting on the Monday evening, prior to the Primary and General Election Day, at your assigned polling location.
3. Term of appointment is for both the Primary and General Election.
4. Report at 6:00 a.m. Election Day and remain in the polling place until approximately 9:30 p.m. or excused by the Election Director or appointed designee.
5. Be timely in reporting for Election set-up and on Election Day.
6. Dress appropriately, as required, in business casual attire on Election Day.
7. Maintain a positive attitude.
8. Participate in set-up as well as opening and closing of polling place.

We Provide:

1. Training and Election Day support
2. Detailed manual of responsibilities to be performed.
3. Absentee Ballot provided at your request if you are not working in your home precinct.

Salaries:

- | | | |
|-----------------------------|--------------------|--------------------------------|
| 1. Chief Judge | \$220 per election | (Early Voting payment = \$175) |
| 2. Provisional Ballot Judge | \$165 per election | (Early Voting payment = \$125) |
| 3. Check-In Judge | \$165 per election | (Early Voting payment = \$125) |
| 4. Voting Unit Judge | \$165 per election | (Early Voting payment = \$125) |
| 5. Greeting Judge | \$165 per election | (Early Voting payment = \$125) |
| 6. Training payment: | | |
| Chief Judges | = \$45 | Early Voting = \$30 |
| All others | = \$30 | Early Voting = \$20 |
- ** Both training payments will be included with the General Election payroll payment.**

FOR ALL JUDGES: Failure to serve for both the Primary and General Elections will cause the training fee to be forfeited unless advance arrangements have been made.

Classification of Election Judges and Primary Duties:

Chief Judges

- Are the SUPERVISORS OF THE POLLING PLACE on Election Day and night before set-up. A Democrat and a Republican are appointed for each of the polling places. Only experienced judges are appointed as Chief Judge.
- Responsible for coordinating the "night before Election" set-up by contacting the assigned election workers to notify of the times to meet and assuring all required supplies are picked-up and in place so that Election Day opening is on time.
- Oversee polling place operation in its entirety on Election Day, be the "go to or trouble shooter" of all other poll judge positions and assure all required paperwork is completed and timely.

Greeting Judges

- Welcome voters and assist voters and poll workers as instructed, while being sensitive to the disabled and elderly.
- Act as a backup for Check-In Judges.

Check-In Judges

- Certify the voter is eligible to vote using Electronic Poll Book and issuing the voter authorization card.
- Assist voters who may be in the wrong polling location.
- Work closely with the Chief Judges.

Voting Unit Judges

- Set-up Touch screen Voting units and shutdown Units at the close of the Election Day. Requires lifting of Voting Units weighing approximately 55 pounds each.
- Assist voters, as needed, in the voting process.
- Pull reports, as required, and in a timely fashion.

Provisional Ballot Judges [one per polling place]

- Provide provisional ballot to a citizen as needed.
- Perform additional duties as assigned by the Chief Judges.

Alternate Judges

- Trained to act as a stand-in should we need to replace judges unable to work on Election Day.
- Are on call, for an assignment, between 6:00 a.m. and 10:00 a.m. on Election Day.

****Failure to serve, when requested, will cause the alternates training fee to be forfeited****

Location of Work:

May work in any of the 118 precincts located within Howard County. We do attempt to get you as close to your home precinct as possible, but this is not guaranteed.

Location of Training:

Howard County Board of Elections
Suite 200
9770 Patuxent Woods Drive
Columbia, MD 21046
(410) 313-5820

The polls in Maryland open at 7:00 a.m. and close at 8:00 p.m.

Early Primary Voting hours are open at 10:00 a.m. and close at 8:00 p.m.

Early General Voting hours are open at 8:00 a.m. and close at 8:00 p.m.